

Sun Valley General Improvement District Field Supervisor

Sun Valley General Improvement District is now accepting applications for the Field Supervisor position. This is a District internal and open recruitment.

Under general supervision of the Public Works Director, provides daily work direction to work crews engaged in the construction, maintenance and repair of District's water system, wastewater system, buildings, fleet, and other infrastructure and facilities to include the parks and pool. The incumbent will operate light and heavy vehicles and equipment as necessary, and possess a degree of knowledge and proficiency sufficient to perform advanced level work and direction of work crews. This is a working supervisory position in which individual participates and is scheduled in daily field operations.

The Field Supervisor Director will be knowledgeable in:

- Methods, materials, and procedures used in inspection, repair and maintenance of water and wastewater systems;
- Occupational hazards and standard safety practices;
- Operational characteristics of pump equipment;
- Basic principles of hydraulics;
- Basic mathematical calculations;
- District Policies and procedures;
- Basic computer and software functions;
- Applicable federal, state and local laws, codes, regulations and procedures related to public water distribution and wastewater collection systems;
- Material testing practices and procedures;
- The principles and practices of project planning and scheduling;
- State and federal safety rules and regulations;
- Supervisory principles, practices and methods; and District policies, procedures, rules and regulations.

In addition the Field Supervisor will:

- Conduct field inspections of ongoing and completed projects to ensure quality and compliance with District Tariff and specifications.
- Perform repairs on water distribution and wastewater collection system.
- Collect water quality samples and deliver to laboratory to ensure the District meets all required drinking water regulations imposed by federal and state agencies.
- Respond to emergency callouts on a 24/7 basis.
- Represent the District as liaison with other governmental agencies with a strong emphasis on Public Relations.
- Ensure compliance with all federal, state and local rules and regulations pertaining to drinking water and wastewater.
- Monitor and control water distribution and wastewater collection system functions through the use of the SCADA computer control system.
- Participate in organizing the required training for crew certifications; first aid, CPR, OSHA, MSHA, Flagger and work zones, and CFL with endorsements.
- Evaluate and analyzes crew issues and recommends and implements solutions.
- Participate in emergency preparedness and response actions.
- Provide input for budget preparation, purchasing, and contracting.

The ideal candidate will:

- Possess a high school diploma or equivalent and 5 years of experience operating piping, valves and controls in water distribution or wastewater collection system;
- Experience involving the installation, operating, maintenance and repair of underground utilities, piping, water meters, valves, pumps and related systems
- State of Nevada Grade III Water Distribution Operator Certification;
- Class B Commercial driver's license within year of hire.

The Field Supervisor position is a non-exempt level, safety sensitive position and with a Salary Range of \$69,179 - \$93,392 annually. SVGID offers an excellent benefit package which includes Medical, Dental, Vision, Life/AD&D, including employer paid PERS and 6% match deferred compensation program.

If you wish to apply for this position, please apply at 5000 Sun Valley Blvd., Sun Valley, NV 89433. **Sun Valley GID application MUST accompany resume**, applications and a complete job description may be downloaded from our website www.svgid.com/employment.

Applications will be accepted until position filled.

The Sun Valley GID is an Equal Opportunity Employer and a Drug Free Workplace.

JOB DESCRIPTIONS

FIELD

FIELD SUPERVISOR

Department: Field Operations
FLSA Status: Non-Exempt
Classification: Safety Sensitive
Accountable To: Public Works Director
Evaluated By: Public Works Director
Created: November 24, 2014
Revised: June 30, 2021

DEFINITION: Under general supervision of the Public Works Director, provides daily work direction to work crews engaged in the construction, maintenance and repair of District's water system, wastewater system, buildings, fleet, and other infrastructure and facilities to include the parks and pool. Operates light and heavy vehicles and equipment as necessary. Possesses a degree of knowledge and proficiency sufficient to perform advanced level work and direction of work crews. This is a working supervisory position in which individual participates and is scheduled in daily field operations.

DISTINGUISHING CHARACTERISTICS: Incumbents perform journey level duties and provide direct supervision over assigned job sites and personnel. The position requires a firm knowledge of operational policies and procedures. The Service Technician III class differs from the Field Supervisor position in that the latter is a first-line supervisor responsible for the supervision and scheduling of the daily field operations and personnel.

ESSENTIAL FUNCTIONS: *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions).*

1. Confers with the Public Works Director on a regular basis to discuss current and upcoming projects.
2. Participates in organizing the required training for crew certifications; first aid, CPR, OSHA, MSHA, Flagger and work zones, and CDL with various endorsements.
3. Evaluates and analyzes crew issues and recommends and implements solutions; participates in the interview and hiring process, training of employees, and planning, assigning, and directing work; develops staff skills; provides input for performance evaluations, discusses staff performance concerns with Public Works Director.
4. Provides input for budget preparation, purchasing, and contracting; assists in the development of the District's Capital Improvement Plan, and the Equipment Replacement Plan.

5. Conducts field inspections of ongoing and completed projects to ensure quality and compliance with District Rules and Specifications; inspects equipment for needed repairs and prepares recommendations for project proposals.
6. Participates in emergency preparedness and response actions; coordinates and responds to routine after hours or weekend call outs.
7. Responds to emergency callouts on a 24/7 basis.
8. Provides traffic control, and performs flagger duties on emergency callouts and traffic accidents.
9. Assists Fire and Sheriff's Department when dispatched.
10. Estimates costs of repairs and construction projects; monitors expenditures on projects to ensure budgets are maintained, ensures compliance with District Rules and policies.
11. Receives and investigates complaints from the public regarding the quality of services.
12. Maintains various records of materials, supplies and equipment used for each project.
13. Operates various light to heavy motorized equipment and vehicles for work projects.
14. Performs manual labor as needed.
15. Performs repairs on water distribution and wastewater collection systems.
16. Performs installations on water distribution and wastewater collection systems.
17. Collects water quality samples and deliver to laboratory to insure the District meets all required drinking water regulations imposed by federal agencies and the State of Nevada.
18. Continually develops expertise in operation of all field equipment.
19. Interprets engineering and technical specifications and perform mathematical calculations applicable to the job.
20. Works cooperatively with the Public Works Director to clearly communicate data, information, and recommendations, both verbally and in writing.
21. Deals professionally with contractors and engineers to perform on site utility inspections.

QUALIFICATIONS FOR EMPLOYMENT:

Knowledge, Skills and Abilities:

Knowledge of

- Methods, materials, and procedures used in inspection, repair and maintenance of water and wastewater systems;
- Occupational hazards and standard safety practices;
- Operational characteristics of pump equipment;
- Basic principles of hydraulics;

- Basic mathematical calculations;
- District Policies and procedures;
- Basic computer and software functions;
- Applicable federal, state and local laws, codes, regulations and procedures related to public water distribution and wastewater collection systems;
- Material testing practices and procedures;
- The principles and practices of project planning and scheduling;
- State and federal safety rules and regulations;
- Supervisory principles, practices and methods; and
- District policies, procedures, rules and regulations.

Skill to

- Effectively supervise, lead and delegate work activities;
- Effectively communicate in oral and written communications;
- Establish and maintain effective working relationships with work crews, supervisors and the general public;
- Operate various light to heavy vehicles and equipment.
- Follow and effectively communicate verbal and written instructions;
- Work independently and as an effective team member.

Ability to

- Monitor and control water distribution and wastewater collection system functions through the use of the SCADA computer control system;
- Participate in 24-hour, seven day a week on call service for after hours emergencies;
- Work around or come in contact with raw sewage;
- Learn chlorine formulas and testing techniques;
- Perform routine water and wastewater repairs;
- Operate a variety of equipment in a safe and effective manner;
- Work with minimal supervision and be able to make rapid decisions to prevent or mitigate damage to property or effects to public health;
- Perform preventive and corrective maintenance on facilities equipment;
- Read and write English at a level necessary to perform essential functions;
- Work in confined spaces, perform air monitoring and act as entry supervisor;
- Understand and follow oral and written instructions;
- Communicate clearly and concisely, both orally and in writing; and
- Supervise work crews.

Required Certifications and Licenses:

- State of Nevada Grade III Water Distribution Operator Certification.
- Valid driver's license with a clean driving record.
- Class B Commercial driver's license within one (1) year of date of hire, (if initially hired as a Field Supervisor)

Experience and Training: (Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is:)

Possession of a high school diploma or equivalency and five years of experience operating piping, valves and controls in a water distribution or wastewater collection system. Experience involving the installation, maintenance and repair of underground utilities, water meters, fluid pumps and related systems.

Must have prior experience as a Service Technician III or equivalent.

Physical and Mental Requirements: (The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.)

Frequent standing in combination with walking throughout work shift on all types of terrain up to ¼-1 mile per shift, depending on area assigned. Strength and stamina to dig, bend, stoop, sit, and stand for long periods of time. Occasionally sitting while performing administrative duties. Some reaching for items above and below desk level or shelving. Frequent reaching, bending, squatting, and stooping to perform maintenance tasks. Frequently crawling or kneeling to perform installs, disconnects, meter and mxu/flexnet installations, troubleshooting and meter box maintenance. Frequently lifting of up to 50 pounds is required, including construction materials, meter boxes and lids, manhole covers, bags of concrete, and tools.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

Working Conditions:

Work is performed under the following conditions:

Outside environments with exposure to vehicular traffic, working on or near heavy equipment, inclement weather, extreme heat, fumes and airborne particles, and moving mechanical parts. Exposure to construction sites and

equipment, trenches, mud, waste, hazardous and infectious waste, noise, electrical hazards, inclement weather, moving objects, vehicles, sharp objects, pinch points, odors, fumes, gases, dust, and slippery surfaces. Safety equipment utilized may include hearing and eye protection, safety shoes, gloves, masks, respirators, and a safety vest. Frequent interruptions to planned work activities occur.

I have read and understand this explanation and job description.

Signature: _____ Date: _____